U.S. Citizenship and Immigration Services

CHECKLIST FOR MEMBERS OF THE U.S. ARMED FORCES
Petition for Alien Relative (Form I-130)

Preparing the Form I-130
(*Note*: *If a section is not applicable, write "not applicable" or "N/A"*)

☐ All sections of the Form I-130 have been completed (Printed Legibly or Typed)

☐ Physical address (not mailing address) is in Sections B.2 and C.2

☐ Dates are listed in Month/Day/Year Format (**Example**: *May 1, 1991*)

☐ Petitioner has *signed* and *dated* Section E

Biographic Information (Form G-325A)
(*Note: The petitioner and beneficiary must complete and sign his or her own form. If a section is not applicable, write "not applicable" or "N/A"*)

☐ Petitioner has completed all blocks and *signed* his or her form

☐ Beneficiary has completed all blocks and *signed* his or her form

☐ *Passport-style color photograph* of the petitioner and a passport-style color photograph of the beneficiary (taken within 30 days). Lightly print name on back of each photograph using felt pen/pencil.

Supporting Documentation

☐ Proof of petitioner's U.S. Citizenship in the form of a valid *U.S. Passport*; *Birth Certificate*; or *Naturalization Certificate*). (**Note**: Please do not send originals.)

☐ Proof of petitioner's residence in Germany in the form of U.S. military orders

☐ *Marriage Certificate* registered/issued by a competent authority

☐ Evidence of a *bona fide marital relationship* with the beneficiary such as shared residence, finances, and familial experiences with beneficiary. (**Examples**: joint bank accounts, spouse listed as a dependent on military documents, apartment leases, shared bills, health/life insurance designations, birth certificates of children born to the marriage.)

☐ **English translations have been provided for all foreign language documents. (Note:** Translator must certify that he or she is competent to translate from the foreign to English language and the translation is complete and accurate.)

Additional Supporting Documentation - If Applicable:

☐ *Divorce Certificate(s)* (Absolute or Final) or *Death Certificate(s)* as proof of the legal termination of all previous marriages for petitioner and beneficiary. (**Note**: *All pages of the divorce or death certificate must be submitted. Ensure final divorce judgment has been entered with the court.*)

☐ Legally valid *Record of Name Change* if either party used another name on any relevant identification documents

☐ If a *Proxy Marriage Certificate* is submitted, there is evidence of the petitioner and beneficiary being physically present in the same place at the same time after the marriage. (**Examples**: hotel receipts with both names, passport stamps, date-stamped photographs, and signed/sworn affidavits from people with knowledge of the marriage.)

☐ *Notice of Entry of Appearance as Attorney or Representative* (Form G-28)

Filing and Fee of $420
(**Note**: *Cash, Personal Checks, Travelers Checks, and Debit Cards* **are** **not** *accepted.*)

☐ Credit Card using DHS Credit Card Payment Form

or

☐ U.S. Cashier's Check, U.S. Dollar Money Order, or International Bank Draft in U.S. Dollars made payable to U.S. Disbursing Officer. *(Print name and address on reverse side of check in case it is inadvertently separated from petition.)*

☐ INFOPASS appointment scheduled (on-line) if filing in person with the USCIS office at the U.S. Consulate in Frankfurt. **Note**: *Due to limited appointments, recommended filing method is by mail to USCIS, Giessener Str. 30, Frankfurt, Germany 60435*

☐ Include first class *self-addressed stamped envelope* with the Form I-130

NOTE: **The Form I-130 will be rejected if Section E is not signed, incorrect payment is received, or petitioner does not meet the Germany residence requirement. Processing delays are also possible if all of the required evidence is not submitted.**

**For more information, please visit:
http://germany.usembassy.gov/visa/uscis/**